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**PRODUCE SIMPLE WORD PROCESSED
DOCUMENTS**
(WORD 2010)

BSBITU201A



By

The Software Publications Writing Team



Software Publications

Produce Simple Word-Processed Documents (Word 2010)

This book supports BSBITU201A Produce Simple Word Processed Documents in the Business Services Training Package.

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Fonts and Formatting

A font is a style of type. There are a huge range of fonts available in Word 2010, and more can be downloaded from the Internet. Fonts can be simple or fancy. Some examples are shown below:

This is Arial *This is BrushScript MT* **This is Broadway**

Fonts can be increased or decreased in size. The size of a font is measured in points (pt).

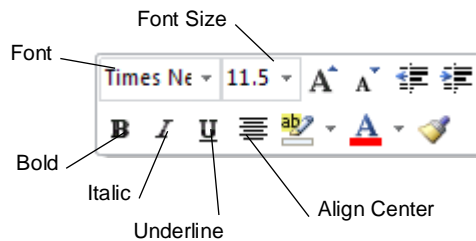
This is 8pt This is 12pt This is 16pt This is 22pt

Notes In Word it is quicker to type text, then select it and apply formatting, rather than applying formats as you type.

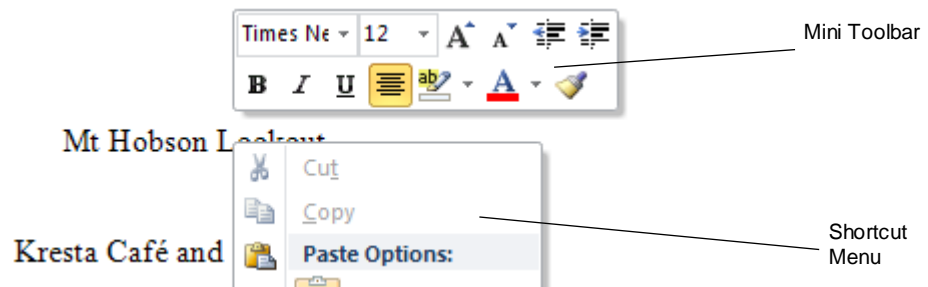
When character formatting is applied to a single word it is not necessary to select the entire word, you can just click the cursor anywhere within it and formatting will be applied to the whole word.

The Mini Toolbar

A floating mini toolbar provides access to tools commonly used to format a document. It is activated using the right mouse button.




To display the mini toolbar, select the text to be formatted and click the right mouse button. The mini toolbar and the shortcut menu will display.



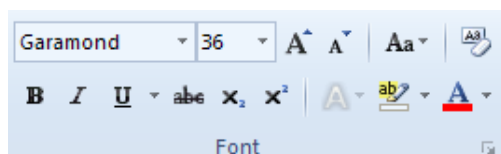
Button	Description	Example
Font	Style of type.	Advertisement Advertisement
Font Size	The size of the type. The higher the number, the larger the type size.	10pt, 12pt, 14pt, 16pt
Bold	Applies a thicker and darker attribute to data.	Advertisement
Italic	Formats data on an angle.	<i>Advertisement</i>
Underline	Underlines the text	<u>Advertisement</u>
Align Center	Centres the selected text.	Advertisement

Exercise 51

- 1 Open the file called **Dining Out** (the finished document is shown on page 54).
- 2 Use Compatibility Mode to convert the document to the 2010 format, ensuring that all formatting features will be available.
- 3 Click within the word *Advertisement* at the top of the page. Click the right mouse button.
- 4 On the Mini Toolbar click on the Bold button **B** . Click on the Italic button *I* .
- 5 Click on the Font ▾ and select Arial. Click on the Font Size ▾ and select 10.
- 6 Select the heading *Mt Hobson Lookout* and right click.
- 7 Click on the Font ▾ and select Garamond. Click on the Font Size ▾ and select 36.
- 8 Click on the Align Center button  .
- 9 Save the document.


Formatting with the Ribbon

The Font Group on the Home Ribbon provides tools for formatting.



Word 2010 offers **Live Preview** which displays the formatting before it is applied. For example, as you select a font style from the drop-down list on the Ribbon, the font style is previewed on the selected text.


Exercise 52

- 1 Select the text *Kresta Café and Craft Shop*.
- 2 From the Font Group on the Home Ribbon, click on the ▾ of the Font drop-down list *Times New Rom* ▾ .
- 3 Move your mouse pointer over some of the fonts listed. The selected text will change to preview the chosen font.
- 4 Select Arial.
- 5 Click on the Font Size ▾ and preview different font sizes. Select 20.
- 6 Click on the Italic button *I* . Click on the Bold button **B** .
- 7 Click on the ▾ of the Font Color button  and select red.

The Font Dialog Box



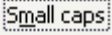


The Font dialog box provides a wider range of formatting options. Note that if your document has not been converted to 2010 format, you will see different options in the Font dialog box

Exercise 53

- 1 Select the heading *Mt Hobson Lookout*.
- 2 Click on the Dialog Box Launcher button  at the bottom left corner of the Font Group. The Font dialog box will display.

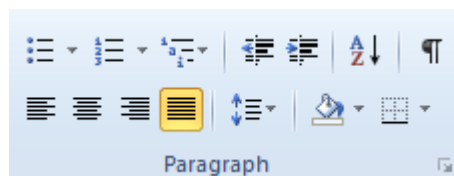
Options within the dialog box are described in the table on the next page.

Option	Description	Example
Underline style	Applies various underlining as shown in the example box.	<u>This is underlining words only.</u> <u>This is an example of an underline style.</u>
Strikethrough, Double Strikethrough	Can be used to indicate text that may be deleted from a document.	We have had a busy day. Fonts and font sizes can enhance your work.
Superscript Subscript	Raises characters above the line Lowers characters below the line	4 ² x 3 ⁴ CO ₂
Small caps All caps	Changes lower case to small capitals. Changes text to all capitals.	THIS IS SMALL CAPS THIS IS ALL CAPS
Hidden Text	Can be made invisible or displayed on screen with dots underneath. Will not appear on a printout. Used for comments.	<u>This is a comment.</u>

- 3 Click on the Underline style  and select a wavy line style.
 - 4 Click on OK. Click on a blank area of the screen to view the changes.
 - 5 Select the text again. Press Ctrl D to display the Font dialog box.
 - 6 Change the Underline style to (none).
 - 7 Select the Small CAPS OPTION  .
 - 8 Select Bold from the Font style: list.
 - 9 Click on OK.
 - 10 With the text still selected, click on the Text Effects button .
 - 11 Select Fill - Blue, Transparent Accent 1, Outline- Accent 1 .
- Note that the Text Effects button only works if your document is in 2010 format.
- 12 Save the document.

Horizontal Alignment




The Paragraph group on the Home Ribbon provides options for horizontal alignment.



The following illustrates how text is affected when the alignment buttons are used:

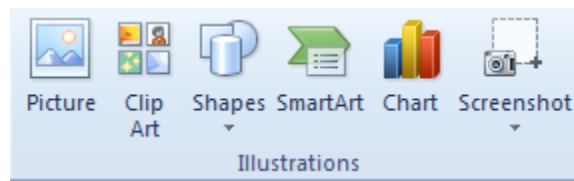
Align Left	Center	Align Right	Justify
The text typed in this box shows left alignment called “ragged text”.	This is centred text Ideal for headings Makes text stand out Good design feature	Text can be right aligned Not used often Ideal for references Can be used for the date	This text is justified alignment where the text is even at the left and right margins.

Exercise 54

- 1 Select the *Kresta Café and Craft Shop* text.
- 2 From the Paragraph Group on the Home Ribbon click on the Align Text Right button .
- 3 Click on the Align Text Left button .
- 4 Click on the Center button .
- 5 Make the other text, font and paragraph formatting changes to the advertisement as shown on page 54.

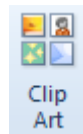
Inserting a Picture and an Image

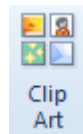
Pictures and images are inserted using the Illustrations Group on the Insert Ribbon.

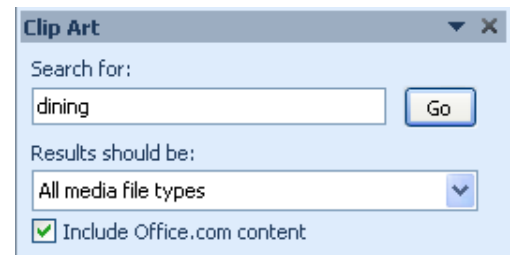


Exercise 55


- 1 Click anywhere in the document and display the Insert Ribbon.



- 2 Click on the Clip Art button . The Clip Art Task Pane will display at the right.

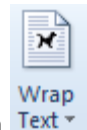


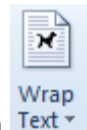
- 3 Ensure the Include Office.com content checkbox is ticked so that pictures will be searched for online.

- 4 Click in the Search for box and type: **dining**. Click on .

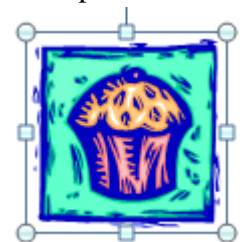
- 5 Click on a picture of your choice. The picture will be inserted into your document.

- 6 When the picture is selected, the Picture Tools Format Ribbon will automatically be displayed. This is an extra Drawing Tools Ribbon which is used to format pictures and images.




- 7 Click on the Wrap Text button  and select **Square**. This will allow text to wrap around the graphic - it can then be moved freely around the screen.


When an image is selected handles are displayed around the picture as shown at the right. You can resize the picture by dragging inwards or outwards on handles (hold down the Shift key and drag on a corner handle to resize the picture proportionally).



- 8 Move the picture, by clicking and dragging with the mouse pointer, to the right of the text under the *Casual, Elegant Dining* heading. Resize if necessary.

- 9 Close the Clip Art Task Pane by clicking on the Close button  at the top right corner.



- 10 From the Insert Ribbon, click on the Picture button . The Insert Picture dialog box will display.
- 11 Use the Insert Picture dialog box to navigate to the folder containing your exercise files. Double click on the file called **cook**.
- 12 Change text wrapping of the picture to In Front of Text. Position the image to the right of the text under the heading *Elegant, Relaxed Dining*. Reduce the size of the image appropriately.
- 13 Save, print and close the document.

Garamond, 36pt, All Caps, bold, Text Effect

Arial, 10pt, Bold, Italics, Right Aligned

Advertisement

Mt Hobson Lookout

Arial, 20pt, Bold, Italics, Red, Centred

Kresta Café and Craft Shop

Insert this heading
Arial, 16pt, Small Caps, Bold, Centred

BYO UNLICENSED

Insert this side heading
Arial, 14pt, Bold, Left Aligned


Casual, Elegant Dining

Delicious buffet, fresh sandwiches, salads and tasty snacks.
Tempting cakes and great cappuccino.
Terrace dining at an affordable price.
Souvenir and craft shop.

Arial, 11pt

Open every day 7 am – 11 pm

Italics



Arial, 20pt, Bold, Red, Italics, Centred

Romeo's Summit Restaurant

Arial, 16pt, Bold, Small Caps, Centred

FULLY LICENSED

Arial, 14pt, Bold


Elegant, Relaxed Dining

A sensational dining experience awaits you.
Contemporary Australian cuisine.
Perfect for intimate dining, celebrations and special functions.

Arial, 11pt

Open 7 days – lunch, afternoon tea and dinner

Italics



Add this text
Arial, 14pt, Bold, Italics, Centred

Phone: 9369 9922

For reservations

Arial, 14pt, Underline, Centred

Shortcut Keys

The following shortcut keys can also be used for formatting.

Shortcut Key	Applies
Ctrl D	Font dialog box
Ctrl B	Bold
Ctrl I	Italics
Ctrl U	Underline does not break between words)
Ctrl Shift D	Double underline (does not break between words)
Ctrl Shift W	Word underline (breaks between words)
Ctrl Shift A	All Caps
Ctrl Shift K	Small Caps
Ctrl Shift H	Hidden Text
Ctrl Shift +	Superscript
Ctrl =	Subscript
Ctrl [Decreases font size to previous point size
Ctrl]	Increases font size to next point size
Ctrl Shift >	Increases font size to next listed size
Ctrl Shift <	Decreases font size to previous listed size
Ctrl Spacebar	Turns off all formatting: it will also remove all formatting from any selected text and change it back to the default for the current style.

Exercise 56

- 1 Open the file called **Formats**.

The Format column lists the formats you will apply to the paragraph displayed in the Sample column.

- 2 Triple click on *The Font dialog box....* paragraph. Press Ctrl D and apply Century Gothic, 10pt, Wiggly Double Underline, then click on OK.
- 3 Select the next sample paragraph (*Bold can...*) and press Ctrl B U I.
- 4 Work down the table applying the relevant formats using the method shown in the Format column.
- 5 Press Ctrl End.

Although it is generally easier to type text and then apply formatting, you can also switch on formatting, type the text and then switch off the formatting again.

- 6 Press Ctrl B I. Type: **Pacific Fair Shopping Centre**
- 7 Press Ctrl B I again to switch off the formatting. Press Enter twice.
- 8 Press Ctrl Shift K D (i.e. small caps and double underline). Type with capitals at the beginning of each word and the rest in lowercase.

MULBERRY SHOPPING CENTRE

- 9 Save, print and close the document.

Exercise 57

- 1 Open the file called **Send-a-Basket**.
- 2 Edit and format as indicated.
- 3 Proof read, print, save and close the document.

98 Coogee Bay Road } Right align
 P O Box 29132 } 10pt font size
 Coogee NSW 2034 }

SEND-A-BASKET - Centre, Comic Sans MS 36pt
 Australia's Original Gift Basket Shop - Centre, 16pt bold

Simply Flowers - Comic Sans MS 16pt, bold

Did you know that Australia's leading gift basket specialists also offers a total floral service?

run on

Our fully trained florists can prepare your order with care. Choose ~~the best in season~~ ^{al} fresh flowers, or ~~even~~ an everlasting arrangement of ~~spectacular~~ dried flowers. The choice is endless - baskets, wall hangings, reception area ~~and~~ ^{and} table arrangements, weddings and bereavments.

stet

Christmas Basket - Comic Sans MS 16pt, bold

With Christmas around the corner why not send a Gourmet Basket/Hamper which contains the following:

- Texan Fruit Cake
- Smoked Salmon/Caviar
- Liqueur Fruits
- Wine/Methode Champenoise
- Biscuit Caddy
- Gherkins, Olives, Cocktail Onions
- Fancy Teas/Coffee
- Chocolate Liqueur Sauces
- Imported Cheese, Pate, Crackers
- Exotic Chutney/Relish/Savory Jelly
- Mineral Water/Sparkling Grape Juice
- Smoked Oysters/Smoked Mussels

Centre, Comic Sans MS font
 Use drag and drop feature to rearrange this section so the shortest line is first, longest line is last, i.e. pyramid shaped Δ

~~Some of our other gift baskets are as follows:~~ Other Baskets - Comic Sans MS 16pt bold

Baby Basket - contains gifts for Mum and for Baby including ^{fresh} fruit and flowers.

Convalescent/Get Well Basket - toiletries ~~and~~ notepaper, magazines, fresh fruit and flowers.

Special Wallaby Basket - Australian goodies of wine, pate, cheese, jams, etc and a Australian souvenir. ~~A nice idea to welcome friends/business associates to Australia or to send overseas.~~

Circled words in italics

- Send-a-box**
 - Send-a-bouquet**
 - Send-a-balloon**
- } Comic Sans MS, 16pt, centre

Telephone: 9625-7387 } Centre, bold, 14pt
 Facsimile: 9625-9163 }